

Get the Microsoft OneDrive app to use your Northampton College files

Download the Microsoft OneDrive app to access your college files on a personal device.

To setup access to Microsoft OneDrive on your device please follow the steps below:



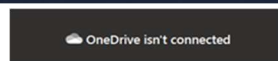
onelink.to/c3rcpu



Access OneDrive on a Windows device:

1. Open the OneDrive app using the OneDrive icon. This is located on the right of the Windows taskbar.

(If OneDrive is not installed on your Windows device, go to onelink.to/c3rcpu and download the application)



Sign in to OneDrive to get started



Sign in to OneDrive to get to your files and sync them on this device.

Sign in



Set up OneDrive

Put your files in OneDrive to get them from any device.



username@northamptoncollege.ac.uk

Enter password

Password

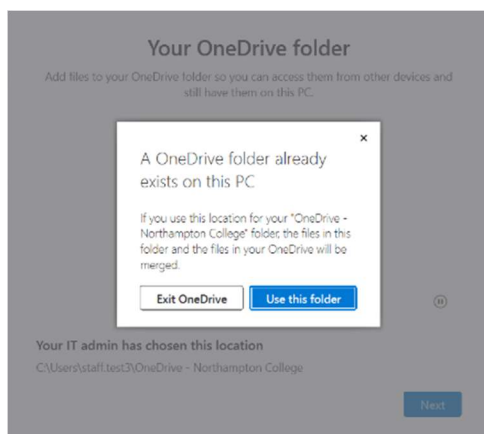
Forgot my password

Sign in

Email address
username@northamptoncollege.ac.uk

Create account

Sign in



Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.

A OneDrive folder already exists on this PC

If you use this location for your "OneDrive - Northampton College" folder, the files in this folder and the files in your OneDrive will be merged.

Exit OneDrive

Use this folder

Your IT admin has chosen this location

C:\Users\staff.test\OneDrive - Northampton College

Next

Your OneDrive is ready for you

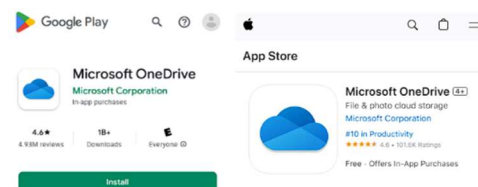


Back

Open my OneDrive folder

Access OneDrive on a mobile device:

1. Scan the QR code or search 'OneDrive' in your phone's app store.



2. Sign in to OneDrive using your college account. This may require MFA authentication and device enrolment. (For help with device enrolment, please see the Personal Device Enrolment ICT guides).



Sign In

Enter your work, school, or personal email

username@northamptoncollege.ac.uk



Sign in

Enter your work or school account

username@northamptoncollege.ac.uk



Access OneDrive via the website:

1. Go to onedrive.com in your browser.

2. Sign in to OneDrive using your Northampton College account. This may require MFA authentication.



Sign in

username@northamptoncollege.ac.uk

No account? Create one!

Next



username@northamptoncollege.ac.uk

Enter password

Password

Forgot my password

Sign in

+ Add new

Home

My files

Shared

Favorites

Recycle bin

Browse files by

People **New**

Meetings **New**

Quick access

As you open files from shared libraries, they'll appear in this Quick access list.

More places...

3. Use the menu on the left to navigate to your files, recently edited files and to create new files by selecting 'Add new'.